



Design Manager Job Description

Responsibilities and Expectations:

- Manage the internal & freelance design team by providing strategic direction and leadership to enable a creative and innovative team of designers
- Recruit, onboard, engage, and develop talent by providing leadership principals and strategies
- Deliver design expertise by continuously staying abreast of trends, skills, technologies and learning theories to position Wisewire as the learning design preferred vendor
- Negotiate scope-of-work and pricing with vendors
- Develop comprehensive scope-of-work and contract document deliverables for individual projects. Collaborate with clients and various stakeholders to develop the design delivery schedule
- Participate in design meetings and provide continuous input to optimize design and minimize inefficient work. Ensure projects contain quality and accurate content based on contract agreements.
- Manage distribution of projects to design team. Provide guidance and support as needed.

What You Will Need:

- Bachelor's degree in graphic design or related field. Advanced degree preferred.
- Minimum 5 years graphic design experience working in a digital environment
- 2+ years' experience managing a team of designers with the ability to provide strategic oversight and direction.
- Proven experience of working directly with clients and vendors, negotiating pricing and providing quality customer service and satisfaction
- Ability to work in an agile environment with minimal supervision
- Experience designing learning materials and educational lessons is strongly desired